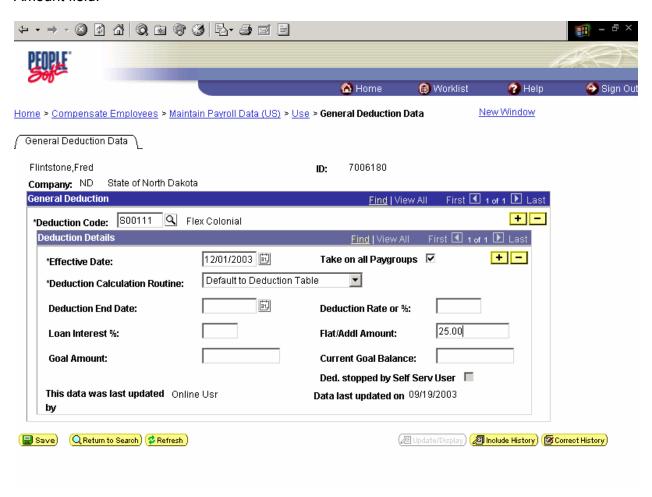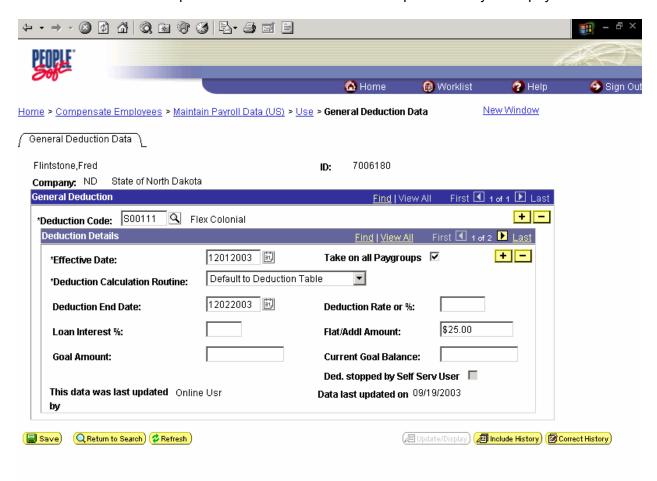# North Dakota Public Employees Retirement System
E-Mail Memorandum
2003-13

TO: PAYROLL PERSONNEL PARTICIPATING IN THE FLEXCOMP PLAN ON THE STATE OF NORTH DAKOTA PEOPLESOFT PAYROLL

1. The navigation to set up a new pretax premium is Home>Compensate Employees>Maintain Payroll Data (US)>Use>General Deduction Data. Select the appropriate deduction code, enter an effective date of 12/01/2003, and enter the premium amount, if required, in the Flat/Addl Amount field.

2. If the employee wants to make a change (pretax to after tax, after tax to pretax, discontinue deduction) to a premium that they are already having deducted the navigation is Home>Compensate Employees>Maintain Payroll Data (US)>Use>General Deduction Data. Select the deduction code for the coverage that needs to be changed. Insert a new row in the deduction details section. Enter an effective date of 12/01/2003 and a deduction end date of 12/02/2003. This will stop this deduction for the December paid January 2004 payroll.

Set up the new deduction using the instructions in #1 above.